



WASHINGTON STATE GAMBLING COMMISSION
LOCATION: 4565 7th Avenue SE, Lacey WA 98503
MAILING ADDRESS: P.O. Box 42400, Olympia WA 98504-2400
TELEPHONE: 360-486-3440 / FAX NUMBER: 360-486-3631
TOLL-FREE: 1-800-345-2529 / TDD: 360-486-3637
WEB SITE: www.wsgc.wa.gov

RECREATIONAL GAMING ACTIVITY PERMIT

((SUBMIT APPLICATION 14 DAYS PRIOR TO THE EVENT.))

Mark ☒ appropriate box for license type you are applying for:

- ☐ Commercial Stimulant / Profit-Seeking Organization Fee: \$ 59
☐ Bona Fide Charitable / Nonprofit Organization Fee: \$ 58

*** ATTENTION ***

Before you complete and submit this application there are three (3) different options to sponsor or conduct a Recreational Gaming Activity (RGA).

1. Your organization may conduct the RGA and use professional gambling equipment obtained from a licensed equipment distributor. **You must complete this application prior to conducting the RGA.**
2. Your organization may sponsor and contract with a licensed equipment distributor and have the distributor conduct the RGA for you. **You will NOT need an RGA permit because the distributor is licensed.**
3. Your organization may conduct the RGA and use non-professional homemade devices. **You will NOT need an RGA permit, nor need to notify our agency,** but you must notify your local law enforcement agency.

If you are confused about any of the above options, please call us at our in-state toll-free number 1-800-345-2529 or (360) 486-3440.

*** GENERAL INFORMATION / INSTRUCTIONS ***

1. Please type or print with black ink.
2. Complete **ALL** portions of the application.
3. Mail or deliver the completed application and the fee (listed above) to the Washington State Gambling Commission.
4. Ensure that the application is signed and dated by the highest-ranking organizational official.
5. When completed, recheck the application carefully. Be sure it is complete. This check may help you prevent processing delays.

GENERAL INFORMATION

1. Applicant: _____
Organization Name / Chapter
2. Address: _____
Street / P. O. Box

City State Zip County
3. Email Address (if available): _____
4. (_____) - _____ (_____) - _____ (_____) - _____
Organization's Business Telephone Gambling Activity Premises Telephone Organization's Fax
5. Date Organization was Organized: ____ / ____ / ____
Month / Day / Year
6. Has your organization been previously licensed by the commission? ☐ Yes ☐ No

ACTIVITY INFORMATION

1. Date of Activity: **NOTE: Date and Time Must be Exact**
FROM: Date (mm/dd/yy): ____ / ____ / ____ Time (If Noon or Midnight, so State): ____ am ____ pm
TO: Date (mm/dd/yy): ____ / ____ / ____ Time (If Noon or Midnight, so State): ____ am ____ pm

ACTIVITY INFORMATION (Continued)

2. Name of Premises to be Used for Activity: _____

Owner of Premises: _____

Premises Street Address: _____

City State Zip CountyCity Limits: ☐ Inside ☐ Outside

3. Owner of Gambling Devices / FRE Equipment: _____

Organization / Distributor

City State Zip County

What was the cost of the lease / rental? \$ _____

YOUR APPLICATION AND THE PUBLIC RECORDS ACT

From the moment we receive your application, it becomes a public document subject to the Public Records Act (RCW 42.56) and other Washington laws. The Commission may disclose to the public or discuss at a public meeting, all information set forth in this application and all supplemental information submitted. The Commission responds to public document requests through a Public Disclosure Request process. In the event that the Commission receives a public disclosure request regarding this application or the license file established, you may request in writing, that the Commission notify you of such request as provided in RCW 42.56.540.

OATH OF ORGANIZATIONAL OFFICER / MANAGER OR DESIGNATED RGA MANAGER / COORDINATOR

I hereby declare under penalty of perjury, under the laws of the State of Washington, that all the information in this application is true and complete. I have read and understand the Washington Administrative Codes as shown on this application. I affirm that the organization listed on this application has been in existence for at least six months from the date this application is submitted. I understand that untruthful or misleading answers are cause for denial of this application, revocation of any gambling license(s) / permit(s) currently held, and / or criminal prosecution under the provisions of chapter 9.46 of the Revised Code of Washington. I further understand that the Recreational Gaming Activity must be conducted in conformance to WAC 230-03-005 and in no other manner.

Signature: _____ Date: _____

APPLICATION PREPARED BY:_____
Name Title_____
Address City State Zip County(_____) - _____ (_____) - _____ (_____) - _____
Telephone Fax Other

WAC 230-03-005 Permits for recreational gaming activities. A recreational gaming activity (RGA) is a nongambling activity, using poker tables and gambling equipment authorized for use in fund-raising events, conducted no more than two times per calendar year, by, or on behalf of, a sponsoring organization, business, or association, or department of an organization, business, or association.

(1) An organization, business, or association, or department of an organization, business, or association, that holds or sponsors an RGA must either:

(a) Apply for and get a permit before the event; or
(b) Hire a licensed fund-raising equipment distributor to organize and conduct the activity.

(2) Only members and guests of the sponsoring organization, business, or association, or department of the sponsoring organization, business, or association, may participate in the RGA.

(3) Permit holders must:

(a) Rent the gambling equipment used in the RGA from:

(i) A licensed distributor of fund-raising event equipment; or

(ii) A licensee who has conducted a fund-raising event within the last twelve months; and

(b) Use scrip or chips which have no cash value; and

(c) Limit the RGA to eight hours.

(4) The permit holder may charge a fee to enter the premises if that fee pays for:

(a) An accompanying meal and entertainment associated with the RGA; or

(b) The costs of renting the equipment used in the RGA.

(5) The permit holder may allow participants to redeem their scrip or chips for prizes. All prizes must be donated to, or provided by, the permit holder.